**IDEA**

You can discuss your Idea with your MSL, MM or IMD or you can immediately submit your Idea through the IIS Portal

1. Log in using your user name and password or create your user account

2. From your Dashboard, click Start New then New IIS Request

3. Complete all the mandatory fields marked with an * and then click the Actions menu and select Submit Idea

**PROPOSAL**

A link inviting you to complete your Proposal in the IIS Portal will be sent if your idea is of interest

4. Log in using the deep link provided in the e-mail which will then open the right submission immediately

5. Complete all the mandatory fields marked with an *, upload your CV, the budget (if you’re requesting financial support) and confirm the Products (if you’re requesting Product support) and then click the Actions menu and select Submit Proposal

**PROTOCOL**

If your Proposal is approved, you will be invited to submit a full Protocol before support can be initiated

6. Log in using the deep link provided in the e-mail which will then open immediately to the Protocol node

7. Upload the Protocol and then click the Actions menu and select Submit Proposal